ICT in Teacher Education in Region 7

MOBILE CLASS RECORD APPLICATION

Teachers can monitor attendance

Teachers can upload photos for each student

Teachers can manage classroom information

Make a suggestion for a grade

MOBILE CLASS RECORD

CLASSROOM

CLASS RECORD

Manages groups

Address book

Stores grade and let the teacher store comments along with it

Calculates test scores

Offers task management

Dictionary of teacher education terms

USER'S MANUAL

PREFACE

m-Class Record stands for mobile class record application. It is a stand-alone mobile application that automates the manual process of class information recording and management. It only runs to Android, a Linux-based operating system for mobile devices such as Smartphones and tablet computers.

m-Class Record is one of the deliverables of the research titled "ICT in Teacher Education in Region 7". The research authored by Dr. Dave E. Marcial and it was funded by the Commission on Higher Education through the Philippine Higher Education Research Network (PHERNet), facilitated by the Research and Development Center, Silliman University, Dumaguete City, Philippines.

This manual is designed to help make m-Class Record easy to use. It is intended for new users with little or no experience using any mobile app. The goal of this document is to give a complete and comprehensive step-by-step instruction of the functions of m-Class Record. A PDF version of this manual is available at http://www.davemarcial.net/phernet-ict4ted.html.

Every effort has been made to ensure that this document is an accurate representation of the functionality of m-Class Record. As with every software application, development continues after the documentation has gone to press so small inconsistencies may occur. We would appreciate any feedback on this manual. Send comments via email to soul@su.edu.ph.
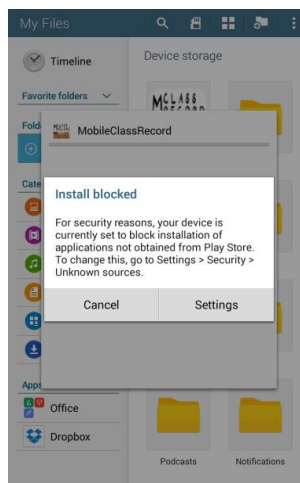
CONFIGURATION AND INSTALLATION

1. Download or copy the **MCLASSRECORD.APK** file to your mobile device

2. Using a file manager. locate the file on your device
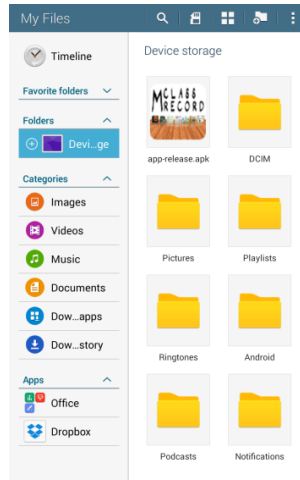
3. Tap the **MCLASSRECORD.APK** to start installation.

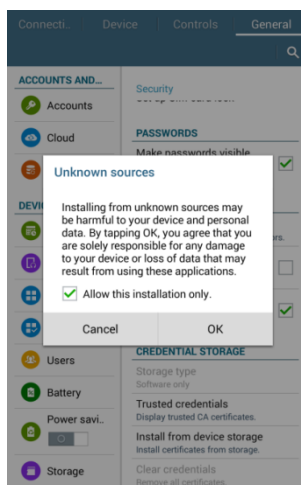> 📝 Note   You may be warned that you can't install from unknown sources.
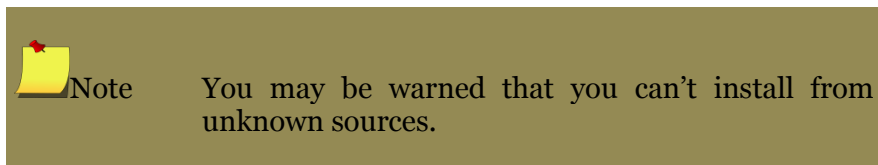
4. If warning message appears, tap the **SETTINGS** button in the pop-up.
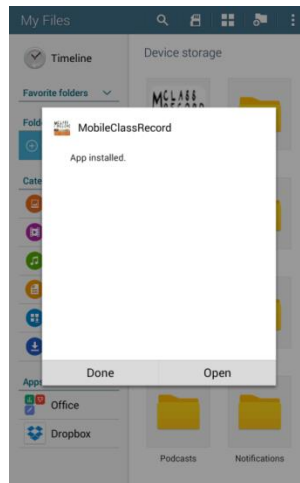
5. Scroll down to the Device Administration subheading.

6. Tap Unknown Sources, then tap **OK**

7. Tap the **INSTALL** button to proceed with installation.
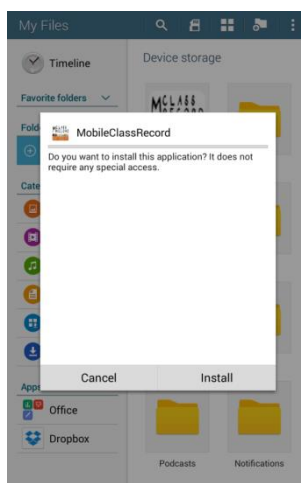
8. Once installation is complete, tap **OPEN** to open the app, or tap **DONE**.

GETTING STARTED

| Tip | The app will be accessible by tapping the **MCLASSRECORD** icon at the bottom of your home screen. |
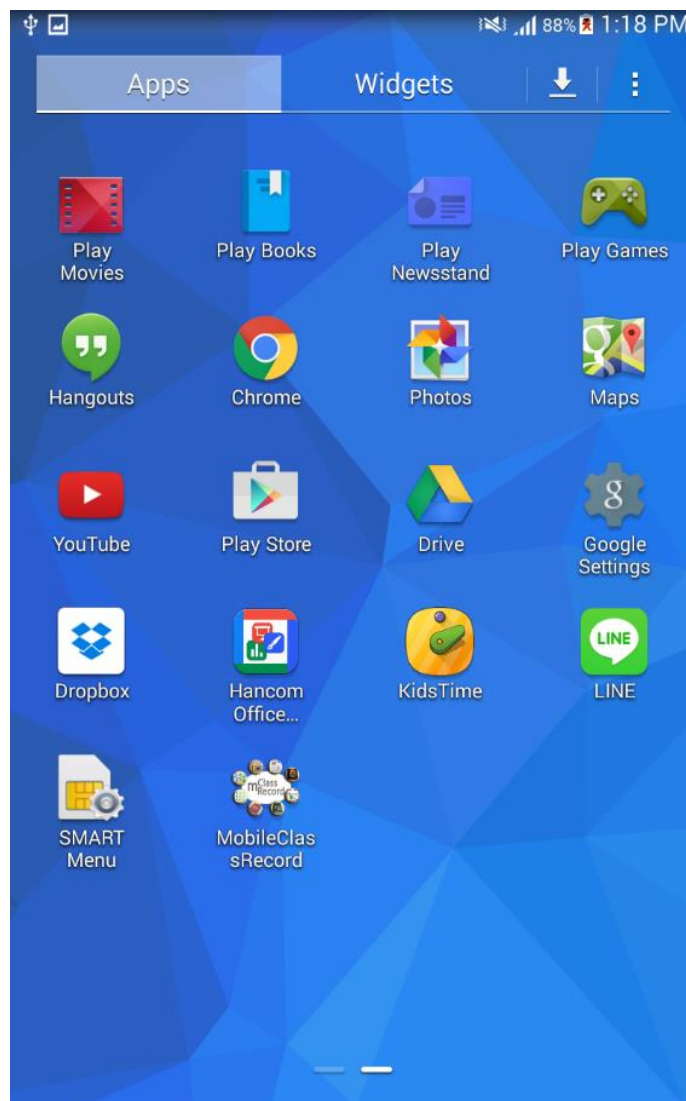
HOW TO

MAIN MENU

Figure 1 shows the main menu of m-Class Record. It has a total of eight (8) modules, namely,

Student Records	Allows you to create, edit, and delete student record
Class Records	Allows you to create a class record, send and view class information, and delete a class.
Attendance	Allows you to check attendance, view daily attendance and summary of attendance
Groups	Allows you to add and delete group activity and student groups.
Tasks	Allows you to add, edit, and delete tasks and events.
Scores	Allows you to add, edit, and delete information of assessments per term basis. It also allows you to add obtained scores and view percentage.
Dictionary	Allows you to view educational terms and its meaning.

HOW TO OPEN A MODULE
Press the assigned icon of the module you wish to open.

STUDENT RECORDS MODULE

CREATE STUDENT RECORD
This module allows you to add a new record of a student.

1. Open the **STUDENT RECORDS** module from the Main Menu.

2. Tap the "Create Student Record" button and fill up the empty fields with student data.

3. After entering the data, click the "Confirm" button to save the student record.

> Tip   To upload a photo, press the profile icon on the left side, then take a photo of the student.

> Tip   To cancel from saving the data, tap the "Cancel" button.

4. A confirmation message will appear. Tap 'Yes' if you wish to save. Otherwise, tap 'No'.

EDIT STUDENT RECORD
This module allows you to edit the record of the student.

1. Open the **STUDENT RECORDS** module from the Main Menu.

2. Type the name of the student on the Search box. A list of possible student record will appear.

3. Tap the name of the student you wish to edit its record.

4. The data of the student will be displayed.

5. Tap the "Edit Student Record" button to edit the record.

6. Edit the desired field(s).

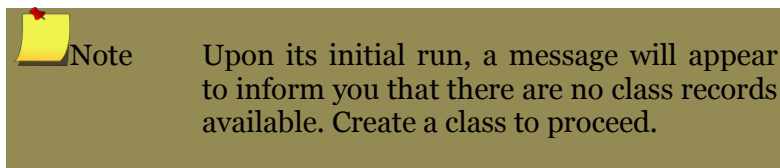7. After editing, tap the "Confirm" button to update.

> **Tip**   To cancel from updating the record, tap the
>   "Cancel" button.

8. A confirmation message will appear. Tap 'Yes' if you wish to update changes. Otherwise, tap 'No'.

DELETE STUDENT RECORD

This module allows you to delete or erase a record of the student.

1. Open the **STUDENT RECORDS** module from the Main Menu.

2. Type the name of the student on the Search box. A list of possible student record will appear.

3. Tap the name of the student you wish to delete its record.

4. The data of the student will be displayed.

5. Tap the "Delete Student Record" button to delete the record.

6. A confirmation message will appear. Tap 'Yes' if you wish to delete. Otherwise, tap 'No'.

CLASS RECORDS MODULE

CREATE CLASS RECORD
This module allows you to create a class with information and list of students enrolled.

1. Open the **CLASS RECORDS** module from the Main Menu.

> Note   Upon its initial run, a message will appear
>   to inform you that there are no class records
>   available. Create a class to proceed.

2. Tap "Create Class Record" button. A Class Record screen will appear.

3. Fill up the empty fields:

Class Name	This is the name of the course you are handling.
Section	The section of the course you are handling.
Room	The room of the course assigned to.
Type	The type of course you are handling. Choices are: Lecture, Laboratory , or Lec-Lab (a combination of Lecture and Laboratory)
Time	Assigned time of the course. There are two fields for time: Start and End Time
Day	Assigned days of the course.
Description	A description of the course.
Choose Students	When you tap its field, it allows you to choose the students who are enrolled in the course.

4. Tap the "Confirm" button found at the upper right corner to save.
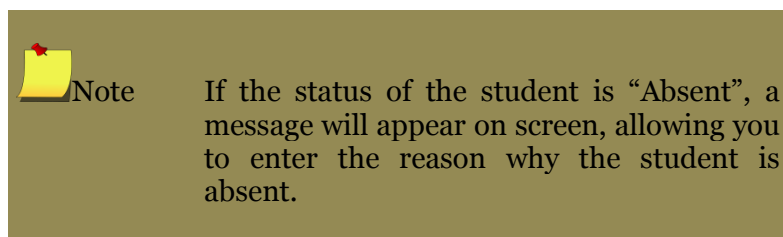
SEND CLASS INFORMATION TO EMAIL
This module allows you to send a copy of the Class Information through email.

1. Open the **CLASS RECORDS** module from the Main Menu.

2. Tap "Send Class Info to Email" button.

> **Note** If you have not yet done adding an account, you will be assisted to add your email account.

3. Choose which app you wish to use to send the information
4. The desired app will open and allows you to send the class information to a recipient.

5. Enter the recipient's email address in the "To" field, then tap "Send".

VIEW CLASS INFORMATION
This module allows you to view information of a certain class.

1. Open the **CLASS RECORDS** module from the Main Menu.

2. The list of classes is displayed.

3. Tap the desired class to view its information.

4. The information will be displayed.

5. Tap the back button of the device to go cancel viewing the class information.

DELETE CLASS
This module allows you to view delete a class.

1. Open the **CLASS RECORDS** module from the Main Menu.

2. The list of classes is displayed.

3. Press the "Trash Can" button, then select the desired class to delete.

4. A confirmation message will appear. Tap 'Yes' to delete. Otherwise, tap 'No'.

ATTENDANCE MODULE

CHECKING OF ATTENDANCE

1. Open the **ATTENDANCE** module from the Main Menu.

2. The list of classes is displayed in horizontal format.

> Tip   To view more class, swipe your finger on the
>   list from the right to the left.
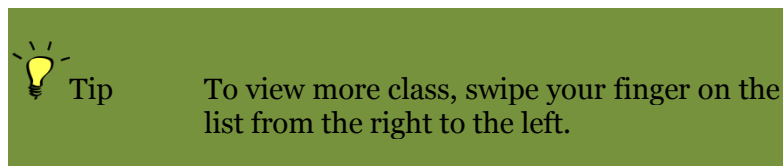
3. Tap the class you wish to open.

4. A list of students is displayed.

5. Tapping on the "Student" icon will allow you to change the attendance status of the student. Status of the student are:

Status	Description	Action	Indicator
Present	Indicates the present attendance Default status	Tap three (3) times to set back to "Present status"	
Tardy/Late	Indicates tardiness	Tap once.	
Absent	Indicates the absence	Tap twice.	

> Note   If the status of the student is "Absent", a
>   message will appear on screen, allowing you
>   to enter the reason why the student is
>   absent.

6. Tap the "Save Attendance" button to save the changes.

7. A confirmation message will appear. Tap 'Yes' to save. Otherwise, tap 'No'.

VIEW DAILY ATTENDANCE
This module allows you to view attendance record of the class.

1. Open the **ATTENDANCE**   module from the Main Menu.

2. The list of classes is displayed in horizontal format.

3. Tap the class you wish to open.

4. Tap "View Daily Attendance" button.

5. A list of dates will be displayed. Tap the desired date you wish to view.

6. The list of students with their status will be displayed.

7. To go back, tap "Check Attendance" button

> Tip   You can view directly the attendance summary without going back to **ATTENDANCE** module, by tapping on the "Attendance Summary" button.

VIEW ATTENDANCE SUMMARY
This module allows you to view attendance summary of records of the class.

1. Open the **ATTENDANCE**   module from the Main Menu.

2. The list of classes is displayed in horizontal format.

3. Tap the class you wish to open.

4. Tap "Attendance Summary"   button.

5. The list of students with their summary of number of absences and tardiness are displayed.

> Tip   To open the student attendance details of a student, tap the "View" button on the same row of the student record.

6. After viewing, tap 'Ok'.

7. To go back, tap "Check Attendance" button

Tip   You can view directly the daily attendance of the class without going back to **VIEW DAILY ATTENDANCE** module, by tapping on the "View Daily Attendance" button.
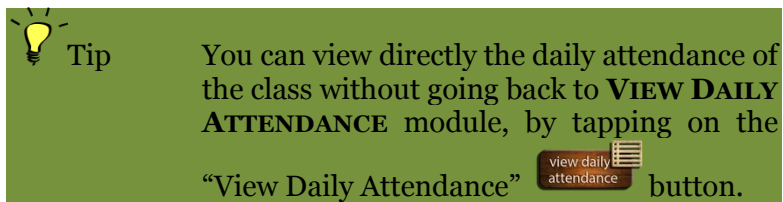
GROUPS MODULE

PARTS OF THE GROUPS MODULE

There are three sections, these are:

Class	This section contains the list of classes available.
Activity List	This section contains the list of activities created in the class selected.
Activity Details	This section contains the details of the activities selected. It shows the *description*, *classes involved*, and the *groups created*.

ADD GROUP ACTIVITY
This module allows you to create an activity in a class. It can contain groups per activity.

1. Open the **GROUPS** module from the Main Menu.

2. Tap a class found on the "Class" section.

3. Tap "Add Group Activity" button.

4. Fill in the empty fields.

5. Tap the "Confirm" button to create activity.

DELETE GROUP ACTIVITY
This module allows you to delete an activity in a class.

1. Open the **GROUPS** module from the Main Menu.

2. Tap a class found on the "Class" section.

3. Tap "Delete Group Activity" button

4. Select the activity to delete from the list.

5. Tap the "Confirm" button to delete the activity.

ADD GROUP
This module allows you to create group(s) of student per activity of the class.

1. Open the **GROUPS** module from the Main Menu.

2. Tap a class found on the "Class" section.

3. Tap an activity found on the "Activity List" section.

4. Tap "Create Group" button

5. Fill in the empty fields.
    - Set the group name.
    - Add the student members by clicking the checkbox beside the student's name.

6. Tap the "Confirm" button to create the group.

DISBAND GROUP
This module allows you to remove/disband group(s) of student in an activity of the class.

1. Open the **GROUPS** module from the Main Menu.

2. Tap a class found on the "Class" section.

3. Tap an activity found on the "Activity List" section.

4. Tap "Disband Group" button

5. Select the group to delete from the list.

6. Tap the "Confirm" button to remove the group.

TASKS MODULE

PARTS OF THE TASKS MODULE

There are four sections, these are:

Events	This section displays the list of events in a class.
Tasks	This section displays the list of tasks to be done.
Class Activities	This section contains the list of classes available.
Calendar	This section displays the calendar.

ADD EVENT

1. Open the **TASKS** module from the Main Menu.

2. Tap a date of the event from the "Calendar" section.

3. Tap "Add Event" button.

4. Fill up the empty fields:
   a. Enter the event title on the "Event Title" field.
   b. Enter the venue of the event on the "Venue" field.
   c. Enter the description of the event on the "Description" field.
   d. Set the time of the event.

5. Tap the "Confirm" button to add the event.

> **Tip**   To view event details, tap the "View"
> button on the same row of the event.

> **Tip**   To delete event, tap the "Delete" button
> on the same row of the event.

	Note	The event created will be shown on the "Events" section showing the name, date and time of the event.

	Tip	To finish an event, tap the checkbox beside the event name.

ADD TASK

1. Open the **TASKS** module from the Main Menu.

2. Tap a date of the task from the "Calendar" section.

3. Tap "Add Task" button.

4. Fill up the empty fields:
   a. Enter the name of the task.
   b. Set the time of the task.

7. Tap the "Confirm" button to add the task.

	Tip	To delete a task, tap the "Delete" button on the same row of the task.

	Tip	To finish the task, tap the checkbox beside the task name.

SCORES MODULE

PARTS OF THE SCORES MODULE

There are two sub-modules in the Scores Module, these are:

Assessment Details   This sub-module adds, edits, and deletes grading term and assessment types per class.

Scores and Ratings   This sub-module obtains the scores of the students from the assessments specified per grading term. It also allows the user to view the percentage scores of the students per term, class, grade criteria and exam type.

ACCESSING THE ASSESSMENT DETAILS MODULE

1. Open the **SCORES** module from the Main Menu.

2. Tap on the **Assessment Details** icon.

3. Select the class you wish to connect. If no selection appears, please go back to adding a class section.

4. Select the grading term of the class.

5. Select the assessment type .

ADDING A GRADING TERM

1. Open the **SCORES** module from the Main Menu.

2. Select the class you wish to connect. If no selection appears, please go back to adding a class section.

3. Tap on the **Assessment Details** icon.

4. To add a grading term, tap on the add icon.

5. Enter necessary term information and tap to confirm or to cancel.

> 💡 Tip   You can add, edit, delete a grading term by tapping on the spinner **Semestral Terms:** Add Term ▼. The app is set to "Add term" by default.

> 💡 Tip   You can add additional grading term by doing again step 3 and 4.

ADDING AN ASSESSMENT TYPE

1. Open the **SCORES** module from the Main Menu.

2. Tap on the **Assessment Details** icon.

3. Select the class you wish to connect. If no selection appears, please go back to adding a class section.

4. To add the assessment type, tap on the icon.

5. Enter necessary assessment information and tap to confirm or to cancel.

> 💡 Tip You can add, edit, delete a assessment types by tapping on the spinner **Scoring Categories:** Add Category ▼. The app is set to "Add Category" by default.

> 💡 Tip You can add additional scoring category by doing again step 3 and 4.

DELETE AN ASSESSMENT
This module allows you to delete an assessment type information.

1. Open the **TEST SCORES** module from the Main Menu.

2. Tap on the **Assessment Details** icon.

3. Select the class you wish to connect.

4. Select the grading term of the class.

5. On the "Class Works" section, tap the "Delete" button on the row of the assessment to be deleted.

6. A confirmation message will appear. Tap 'Yes' to delete. Otherwise, tap 'No'.


EDIT AN ASSESSMENT
This module allows you to edit an assessment type information.

1. Open the **TEST SCORES** module from the Main Menu.

2. Tap on the **Assessment Details** icon.

3. Select the class you wish to connect.

4. Select the grading term of the class.

5. On the "Class Works" section, tap the "Edit" button on the row of the assessment to be deleted.

6. A confirmation message will appear. Tap 'Yes' to delete. Otherwise, tap 'No'.

> 💡 Tip   To view the details of the assessment, tap the "View" 🔍 button on the same row of the event.
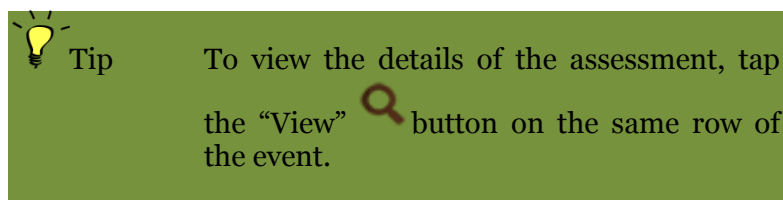
ACCESSING THE SCORES AND RATINGS MODULE

1. Open the **SCORES** [icon] module from the Main Menu.

2. Tap on the **Scores and Ratings** [Scores & Ratings icon] icon.

3. Select the class [Select Class:] you wish to connect. If no selection appears, please go back to adding a class section.

4. Select the grading term [Grading Term:] of the class.

5. Select the assessment type [Assessment Type:].

ADD OBTAINED SCORES
This section will obtain a score for a student in a class for a specific assessment activity.

1. Open the **TEST SCORES** [icon] module from the Main Menu.

2. Tap on the **Scores and Ratings** [Scores & Ratings icon] icon.

3. Select the class [Select Class:] you wish to connect. If no selection appears, please go back to adding a class section.

4. Select the grading term [Grading Term:] of the class.

5. Select the assessment type [Assessment Type:]. After selecting a specific assessment, a score sheet will automatically load.

6. Type in the obtained scores of the students. The percentage will automatically load under the " Rating" header .

Note   No score sheet will be shown if an assessment has not been created.

DICTIONARY MODULE
This module allows you to browse terms and its meaning.

1. Open the **DICTIONARY** module from the Main Menu.

> Tip   On its initial run, press the dictionary image
>   to load the contents.

2. Tap a letter which corresponds to the first letter of the word you wish to search.

> Note   Not all letters contain words or terms.

3. A list of terms will be displayed.

4. Tap on the term you wish to show its definition.

5. To choose another term, perform step 2 and beyond.

GLOSSARY OF TERMS AND ACRONYMS

PBT..Performance-Based Test

Press.....................................The action performed on the device to execute a command. To perform, touch surface for extended period of time.

Tap ....The action performed on the device to execute a command. To perform, briefly touch surface with fingertip.

FAQ

1) Where can I download the mMobileClassRecord app?

   Currently the release of the application is only available via file transfer. Proper requirements for the upload and will be available soon in google playstore after all the formal requirements have been met.

2) What is the maximum class I can create per semester?

   The mClassRecord can accept at most 10 classes per semester.

3) What is the maximum number of students I can add to the class?

   The mClassRecord can accommodate up to 80 students per class.

4) If I happen to forget record of the class attendance in a particular day, can I still record the attendance on a later date?

   Yes, just change the date and time setting of your device to the date matching the attendance you wish to check, this will tell the application that you wish to record attendance for that day. Since the application will base attendance checking on device system date and time, please do make sure that the current date and time is set back to the actual date and time after doing so.

5) How can I make a back-up of the class I created ?

   *Backup of your class record in **.csv** format will be sent to your email address if the send email button is tapped.*

6) Can I copy the database in the *mClassRecord* app and transfer it to my computer?

   No.

7) How do I uninstall the app?

   Uninstalling the app follows the standard Android uninstall process.

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